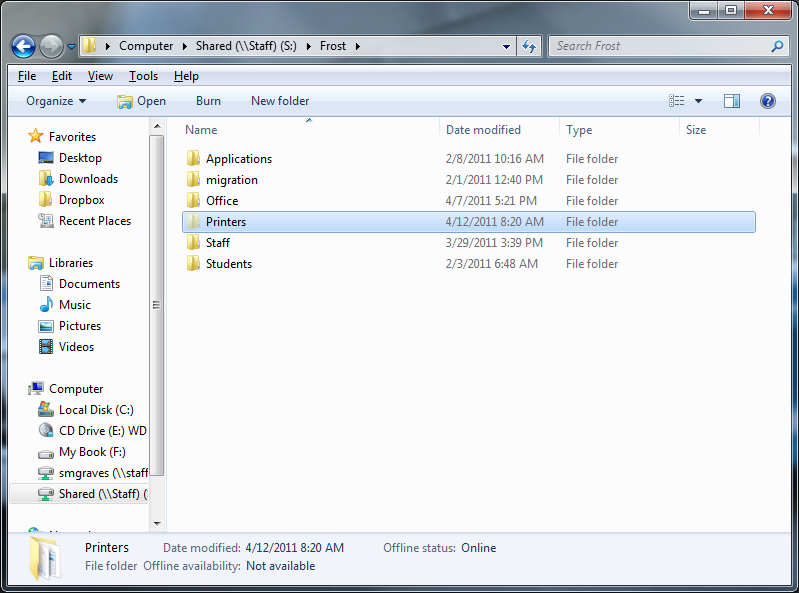
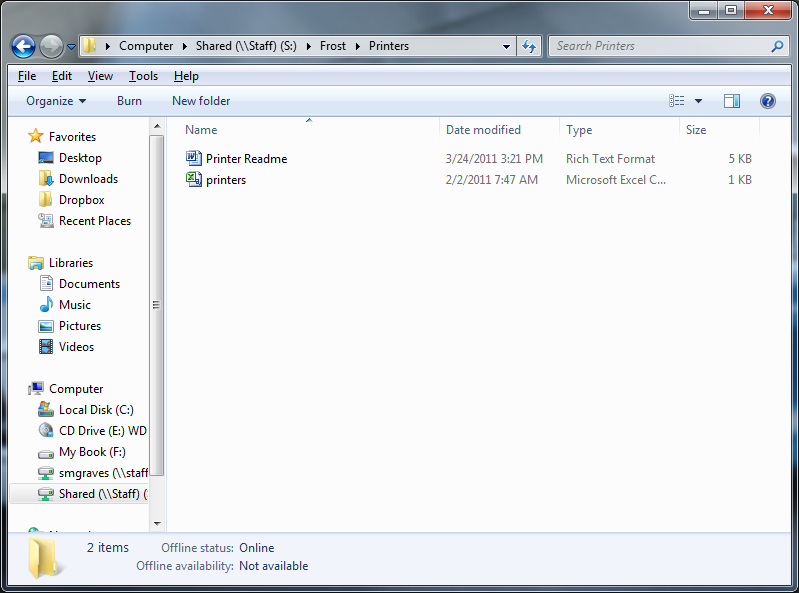
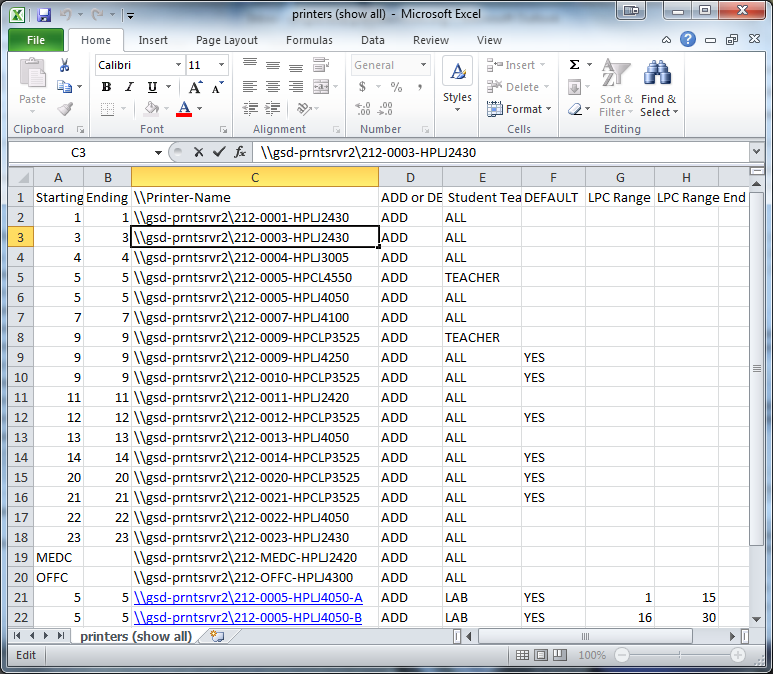
How to Manage CSV File for Printers

Here are the steps to managing your CSV file (Excel File) for your printers to be automatically connected to your schools computers.

How to get to the File, Open your schools shared folder:

Locate the “Printers” folder, the folder is set up to be a hidden folder. If you do not see the folder, go to Tools> Folder Options click on the View tab. Under “Files and Folders” click “Show hidden files and folders. Click Ok

Open the Excel Document labeled “Printers”



In the Printers File, each column serves a special purpose. (**Look at snapshot above for reference.)**

1. In the **Starting Room Column**, this is the room number you want the printer to start mapping in. if there is a letter in your room numbers include it as well.
2. In the **Ending Room Column**, this is the room number you want the printer to stop mapping in, so if you put 1 in the starting room and 7 in the ending room it will add that printer to all the computers that are in rooms 1 through 7. If there is nothing set in the ending room it will push out to all the rooms after the starting room. You can only have ranges when the rooms are numeric only. If your first column is alphanumeric this column will be ignored.
3. In the**\\Printer-Name Column**, is the path that the printer is assigned to and the printer name that shows in the printer list.

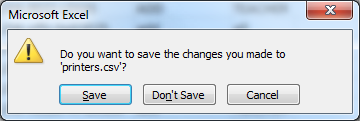
* Elementary Printers are on [\\GSD-PRNTSRVR2](file:///\\GSD-PRNTSRVR2)
* Secondary Printers are on [\\GSD-PRNTSRVR1](file:///\\GSD-PRNTSRVR1)

1. In the **ADD or Delete Column,** this tells it whether to add the printer to the computers or delete them from the computers.
2. In the **Student, Teacher Lab or All Column,** this determines whether you want all users, teachers, lab machines or students to see the printer.
3. In the **Default Column**, this tells the printer whether or not it should be set to default. If it needs to be default then enter **YES** into the field, if **NO** then leave the field blank.
4. In the **LPC Range Start Column,** if you have more than one printer in a lab to print to you can divide up the computers so that half of the lab can print to one printer and the other half can print to the other. This will be the starting **LPC Number** of the computer you want that printer to go to.
5. In the **LPC Range End Column,** this tells what LPC computer number you want the printer to stop going to. Refer to snapshot above for reference.

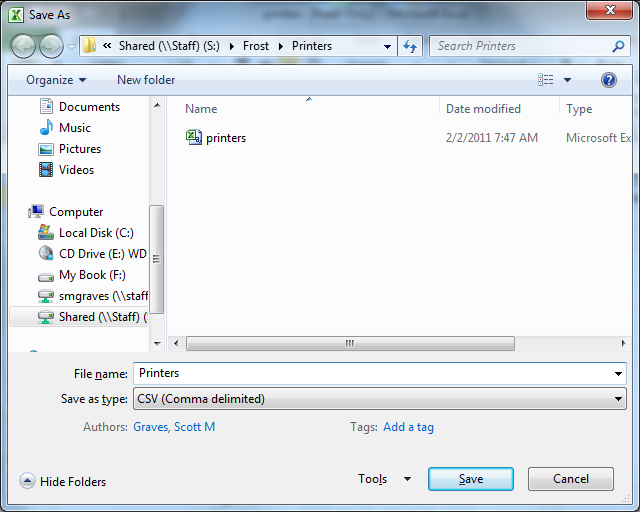
There are two special room names that can be used, ALL and MISSING. If a printer is assigned to the room ALL then every computer (based on the settings in column E) in the school will receive or remove the printer (Based on Column D). If a printer is assigned to the room MISSING any computer that doesn’t receive any other printer assignments will receive this printer.

The Resource name for the printers can be found in the web interface and are in the format of SCHOOL-ROOM-MODEL (Internet Explorer - Favorites - Granite School District Links - Printers ...)

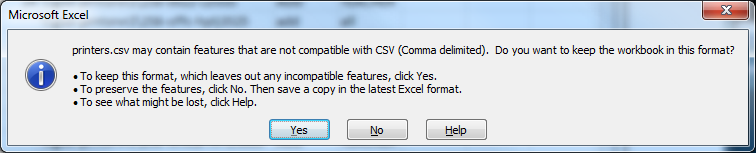
When you have modified your document and are finished, make sure that is being saved as a CSV file and it will ask you when you exit the document.



Click Save.



Make sure the File Name is labeled “Printers” and the Save as type is CSV (Comma delimited). Click Save. Select Yes to replace existing file.



You will get a warning message like the one above, select Yes.

You will have to log out and then back in to your machine for the printer script to take effect.